



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

OFFICE TECHNICIAN (TYPING)

\$2,686 - \$3,264

FRAUD DIVISION

SAN DIEGO REGIONAL OFFICE

The Department of Insurance, Fraud Division is seeking an experienced clerical employee to provide support for the San Diego Regional office. The successful candidate will have to demonstrate a high degree of initiative and independence.

RESPONSIBILITIES: Duties will include, but are not limited to, properly matching incoming mail to existing files; delivering and retrieving files to/from the staff members and properly re-filing cases in the file room; fully prepare files to be shipped, stored or destroyed; perform other duties as assigned. The incumbent is required to work independently and must possess good computer skills and knowledge of a range of software applications including but not limited to Oracle and other databases (e.g. Microsoft Access, MS Excel). The incumbent must be able to use Microsoft Word with ability to produce accurate, timely reports. They are to employ good judgment to determine the method that works best to achieve the desired results. The Office Technician must demonstrate the ability to communicate effectively with staff and the public and work cooperatively with others; and performing other duties as required.

Background check and fingerprinting required.

DESIRABLE QUALIFICATIONS:

- Excellent public relations skills and communications skills;
- Demonstrated skill in various computer applications, including Microsoft Word, Excel, and Access;
- Good typing skills;
- Ability to use sound judgment and willingness to exercise a high degree of initiative, independence and originality in performing assigned tasks; and
- Ability to maintain a courteous and professional demeanor at all times.

WHO MAY APPLY: Applications will be accepted from current State employees at the Office Technician level, those within transfer range, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Laura Gonzalez, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "OFFICE TECHNICIAN (TYPING), PSN #413-486-1139-002" ON THE STATE APPLICATION.** For additional information, please call (916) 492-3308 or email Laura.Gonzalez@insurance.ca.gov.

FINAL FILING DATE: **November 27, 2012**

PLEASE NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate state application (std678) is required for each recruitment for which you would like to be considered.

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DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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